



Newberg City Hall
414 E. First Street
(503) 537-1240
www.newbergoregon.gov

PUBLIC WORKS DEPARTMENT

P.O. Box 970 • 500 W. Third Street • Newberg, Oregon 97132 • (503) 537-1234 • Fax (503) 554-9411

FRANCIS SQUARE RESERVATIONS

The City of Newberg is pleased to be able to offer Francis Square for public use. Below is a short list of things to consider when reserving the facility. The attached application provides further detail for your review.

- Reservations are subject to availability.
- Submitting an application and fee/deposit do not guarantee the reservation. You will be contacted with a confirmation & receive a copy of the approved permit.
- Allow 10 working days to process the application.
- Applications requiring a sound permit require 30 days to process.
- The applicant assumes full responsibility for any and all damage (including clean-up) to the facility during their scheduled event.
- Charges are broken down as:

Permit Fee: \$5.00
Security Deposit: \$70.00

- \$75 is due at the time of submitting application. Following the event, and after inspection of the property, \$70 will be refunded to you should there be no damage or needed repair to the property. Please allow 10-15 working days for the refund to be processed. Should a permit not be issued, the full \$75 will be returned to the applicant.
- Check or money order only - We do not accept Visa or other credit/debit cards.
- Submit your application at Newberg City Hall or mail to:

City of Newberg
PO Box 970
Attn: Park Reservations
Newberg, OR 97132

- A copy of the permit must be available on site at all times during the permitted event.

For facility availability and further questions regarding a permit, please call 503-537-1234.

All other facilities can be reserved through Chehalem Park and Recreation District at (503) 538-0585



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FRANCIS SQUARE RESERVATION PERMIT

Newberg Public Works Department
414 E. First Street, P.O. Box 970
Site Address: 500 W. Third Street
Newberg, Oregon 97132
Phone: (503) 537-1234 Fax: (503) 554-9411

Permit Fee: \$5.00
Security Deposit: \$70.00

Check or money order only, made to City of Newberg
Allow a minimum of 10 working days to process refund

Pursuant to City Resolution 2008-2761, a permit, fee and security deposit is required of any person or organization using Francis Square which is owned and maintained by the City of Newberg. Please allow ten working days to process the application. Incomplete or missing information may delay the approval process. **A copy of this completed permit must be available on site at all times during the permitted event.**

EVENT LOCATION: ☐ Francis Square

DATE OF EVENT: _____ **TIME:** _____ to _____

APPLICANT: _____

Driver License # _____ Business License # (if applicable) _____

Address (street, city, zip code): _____

Telephone: Home _____ Cell/Business _____

TYPE OR NATURE OF EVENT: _____

Commercial activities must meet the requirements of City Code Chapter 113 and must be approved by the City Manager.

☐ Event will have broadcast or amplified sound

Requires a City Sound Permit issued by Newberg/Dundee Police Department. (Application for sound permit **must be submitted 30 days prior to event date**). A copy of the sound permit is to be attached and made a part of this permit application.

RULES OF USE FOR THESE FACILITIES: To ensure public safety and to preserve City facilities, the following actions are prohibited:

- Bicycle riding, roller-blading, skating, or skateboarding
- Littering, graffiti, or defacement of facility
- Sale or distribution of products or literature at any time
- Unleashed or un-contained animals
- Possession or use of intoxicants
- Sound amplifying devices or loud noise between the hours of 10:00 p.m. and 7:00 a.m. and only by permit from the City at all other times



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LIABILITIES: The applicant assumes **full responsibility for any and all damage** to the facility caused by the abuse, vandalism, neglect, or misuse of the facility. The applicant is responsible to remove all debris from the facility after use. Any costs associated with damage or other required cleaning will be deducted from the initial security deposit. Any additional costs in excess of the deposit amount will be billed to the applicant and may result in the denial of future use of the facility.

NOISE: Pursuant to Title IX General Regulations, Chapter 95.39 *Unnecessary Noise; Permitted Exceptions* of the Newberg City Code, a permit is required of any person or organization for the broadcast or amplification of programs of music, news, speeches, or general entertainment as part of a national, state or city event, public festivals, or outstanding events of a noncommercial nature. No event may disrupt emergency service communications.

The statements and information provided above are in all respects true, complete and correct to the best of my knowledge. By signing below, I agree to follow all City Codes and State and Federal laws while occupying the facility.

Applicant Signature

Date: _____

Please Print: _____

FOR CITY OF NEWBERG USE ONLY

☐ **Approved**

☐ **Denied**

Approved By: _____

Date: _____

City Manager Signature: _____
(for commercial uses only)

Date: _____

Route copy of Permit to:

☐ Police ☐ Public Works ☐ City Manager ☐ Other _____

Sound permit Attached: ☐ Yes ☐ N/A

Special Conditions/Comments:

Application approved by Resolution No. 08-2761 on 4/7/08. Any changes to the permit fee, security deposit, or the application process must be submitted for City Council review thirty days prior to implementation.